

**Rock Island Public Library Board Meeting Minutes**  
**July 20, 2021 at 5:00 p.m.**  
***Downtown Library & Via Teleconference***

**Call to Order:** President Eudell Watts III called the meeting to order at 5:00PM

**Attendance:** Elizabeth Russell (teleconference), Dr. Yolanda Grandberry Pugh (teleconference), Karen Phillips, Pat Mahar, Jo Noon, Deborah Freiburg, Jacki Nelson (left at 6:02), Jenni Swanson; Angela Campbell, Library Director; Kathy Lelonek, Foundation Director; Lisa Lockheart, Publicity/Outreach Liaison; Malachi Kohlwey, Business Office & Facilities Director.

**Public Comment:** The public had the opportunity to comment in-person, via teleconference, phone, or email. No public comment was received.

**Approval of Minutes:** The board reviewed the minutes of the June 15, 2021, meeting. Without any additions or corrections, President Watts III advised the minutes be approved as written.

**Board Education:** None

**Correspondence:** Correspondence was included in the board packet.

**Committee Reports:**

Finance-

- Jenni Swanson presented the bills and noting nothing out of the ordinary, made a motion to approve the June bills in the amount of \$35,916.48. Debbie Freiburg seconded. With no discussion, President Watts took a recorded vote. 7 Ayes – Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; 1 abstention – Russell; no nays. Motion carries on a recorded vote.
- Jenni Swanson presented the Quarterly financial statements for review. The board discussed the amount of undisbursed revenue and the difference between the original and revised budgets. Director Campbell advised that the addition of the JCI bond accounts for the difference between the original and revised budgets, and that the library has spent only 47% of our yearly budget through 50% of the year.
- Jenni Swanson and Director Campbell presented the decisions from the Finance Committee meeting that was held on July 13, 2021. Jenni Swanson advised that the Library will move forward with the presented 2022 budget.

Buildings and Grounds-

- No report from this committee.
- Facilities Director Kohlwey discussed the current progress of the JCI project, and recommended that the Buildings and Grounds Committee set a September meeting to discuss RFP's for the Library's vendors.
  - o The Buildings and Grounds Committee agreed to set a meeting on September 09, 2021 at 4PM.

Personnel & Policy-

- No report from this committee.
- Debbie Freiburg advised that the Personnel & Policy Committee set a meeting in late August.
  - o The Personnel & Policy Committee agreed to set a meeting on September 15, 2021 at 11AM.

Planning & Community Relations-

- No report from this committee.
- Director Campbell advised that the Planning & Community Relations Committee set a meeting in September to discuss the Strategic Plan.
  - o The Planning & Community Relations Committee agreed to set a meeting on September 30, 2021 at 4PM.

Art Committee-

- No report from this committee.

**Foundation:**

Foundation Director – Kathy Lelonek reported:

- The capital campaign is currently at 7.2M, nearing the 7.8M goal.
- The next quarterly Foundation meeting is August 12, 2021 at 4PM.

**Administrator Reports:**

- Director's Reports & Statistics – Director Campbell provided a detailed report and statistics in the Board Packet.
- Milan Blackhawk Area Public Library District – Director Campbell reported that the next meeting will be held July 22, 2021, 4PM, at the Southwest Branch Library. The Milan Board will be voting on their tentative budget.

**Unfinished Business:**

- Director Campbell reported that fundraising for the capital campaign is at the center of the Library's current Long Range Plan.

- Discussion on COVID Mitigation Efforts. Director Campbell advised that since the COVID numbers are rising again, this topic will be left under Unfinished Business to be revisited at next month's board meeting.

#### **New Business:**

- Jenni Swanson motioned for the Library's current hours to remain the same. Jacki Nelson seconded the motion. The Board engaged in a discussion on if the current hours allow students to access the Library after school/after school activities. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Jacki Nelson motioned to proceed with appraising the parking lot adjacent to the Library's South entrance. Pat Mahar seconded the motion. The board engaged in a discussion on the process of obtaining the parcel and the estimated cost of resurfacing it. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Director Campbell advised that the Library explore raising its Community Room Rental Fees to be more in line with its competitors fees. The board discussed dollar amounts that they would feel comfortable in charging and how that might affect the non-profit organizations in the area. Director Campbell advised that the amounts will be discussed more in-depth at the upcoming Personnel & Policy meeting, then brought to the full Board for approval.
- Elizabeth Russell motioned to close the Downtown Library on Friday, September 3, at 5pm, and all-day Saturday, September 4, as to not interfere with the Rock Island Grand Prix. Karen Phillips seconded the motion. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Karen Phillips motioned to close all locations on Monday, February 21, 2022 (Presidents Day) for the annual all-staff in-service day. Jenni Swanson seconded the motion. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Debbie Freiburg motioned to not release the closed session minutes from January 19, 2021. Karen Phillips seconded the motion. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Karen Phillips motioned to dispose of all closed session minutes older than 18 months, as allowable by law. Pat Mahar seconded the motion. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Jenni Swanson motioned to approve the updated Hot Spot Policy. Debbie Freiburg seconded the motion. The board discussed the proposed changes that are made to the policy. President Watts took a recorded vote. 8 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Nelson, Swanson; no nays. Motion carries on a recorded vote.
- Director Campbell advised that, now that school is going back to in-person learning, the board add an advisory member from a local high school to the board, per their Bylaws. Discussion was

had on how the teens could assist in hour setting/ long-range planning for attracting students to the Library. Director Campbell will provide more information about this non-voting member via email so that Board members could recruit.

- Elizabeth Russell motioned to approve the Library pursuing a partnership with the Holocaust Education Center. Jo Noon seconded the motion. Director Campbell discussed the Holocaust Education Center's mission and what they need out of the partnership. The board discussed where the Holocaust Education Center could be located. Director Campbell explained that it is for housing materials in one centralized location for students to use; and that it is no different than having the items in the general collection. President Watts took a recorded vote. 7 Ayes - Russell, Grandberry Pugh, Phillips, Mahar, Noon, Freiburg, Swanson; no nays. Motion carries on a recorded vote.

**Information Sharing:**

- Revised Standing Committees List – small changes needed.
- Monthly Unique Management Reports
- Certificates of completion for OMA Training – Angela & Malachi
- JCI Meeting Minutes

**\*Closed Session – Not Necessary**

**Announcements:**

**Adjournment** – Without any further business, President Watts adjourned the meeting at 6:10PM

Respectfully submitted,

Malachi Kohlwey, Director of Business Office & Facilities